

Technical Exhibit 8: Workload

General Information

Workload indicators are projected without growth year to year unless otherwise indicated. All figures are annual unless otherwise indicated. Seasonal fluctuations are indicated where appropriate.

RFP Ref	TASK	WORKLOAD INDICATOR	CURRENT ANNUAL	BASE YEAR	REMAINING YEARS
5.1	Obligate Program and S&E Funds				
5.1.1	Commitments Analysis				
	Perform commitments analysis	Daily	251		
5.1.2	Obligation Processing				
	Process obligations/mods/contracts/purchase orders/training requests/printing orders	# of documents scanned and logged	8,309		
	Establish Sub-accounts	# of sub-accounts established			
	Process obligations in HHS-PMS	# of obligations processed			
5.1.3	Cost Report Processing				
	Process SF-269 'Financial Status Reports' and post adjustments	# of reports scanned and logged	2,000		
	Generate and review the Delinquent Cost Report	Monthly	12		
	Generate and Review the ZERO-Cost Report	Monthly	12		
	Perform monthly Cost Report Analysis	Monthly	12		
5.1.4	Close-Out Processing				
	Process close-out packages in DOLAR\$	# documents scanned and logged			
	Process close-outs in PMS	# of PMS close-outs			
	Perform close-out Analysis	weekly	52		
5.1.5	Resolve Suspended Transactions				
	Review the L602 DOLAR\$ suspense report	daily	251		
	Review the PMS Exception report	daily	251		
5.1.6	Status of Funds				

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	Prepare Status of Funds Report	weekly	52		
5.1.7	Vetting Request/Pre-Award Clearance				
	Perform research to support Vetting Requests/Pre-Award Clearances	# requests	12,000		
5.1.8	E-Procurement				
	Review the E-Procurement Report 003 and the PRISM obligation report	daily	251		
	Track and report processing times				
5.1.9	Obligations Analysis				
	Perform Obligations Analysis	Monthly	12		
5.2	Accounts Payable				
5.2.1	Invoice Processing				
	Maintain the invoice log	# invoices logged and scanned	7,000		
	Process vendor invoices in DOLAR\$	# of invoices processed	7,000		
	Maintain the DOLAR\$ Vendor file	# vendor files in DOLAR\$			
	Request payment tracing from OCFO	# of traces requested			
	Analyze Open Invoice Analysis and Prepare the Open Invoice Analysis Report	weekly	52		
	Perform Prompt Pay Analysis	monthly	12		
5.2.2	Direct Deposit Sign-Up Form				
	Process Direct Deposit Sign-Up forms	# SF-1199's processed			
5.2.3	Process ACH Forms				
	Process ACH (EFT) forms as required and submit to OCFO	# ACH forms processed			
5.2.4	Audit Confirmations				
	Process Audit confirmations	# confirmations			
5.2.5	Small Purchase Charge Card				
	Reclassify small purchase card activity	monthly	12		
	Enter Regional Office purchase card transactions into DOLAR\$	monthly	12		

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	Support OIG Fraud investigation	# investigations			
	Prepare briefing chart of charges sorted by purchase cardholder	monthly	12		
5.3	Job Corps				
5.3.1	Job Corps Obligations				
	Process Job Corps Obligations	# obligations			
	Perform funding analyses of Job Corps leases	# of lease	39		
	Maintain documentation files for audit	# of documents filed			
5.3.2	Job Corps Invoices				
	Process Job Corps invoices	# of Job Corps invoices processed			
	Research/resolve insufficient fund invoices	# of insufficient funds invoices processed			
	Request payment tracing from OCFO as necessary	# of requests			
5.4	Cash Receipt				
	Maintain the Cash receipts log	# of checks received			
	Prepare check transmittal form	# of check transmittal forms			
	Post Deposits into DOLAR\$	# of tranactions			
5.5	Capitalized Asset Accounting				
5.5.1	Monthly Reconciliation CATARS to DOLAR\$				
	Reconcile DOL CATARS to DOLAR\$ Monthly	monthly	12		
	Review CIP, Job Corps and DBFS records to verify correct depreciation of assets Monthly	monthly	12		
	Perform update of real Property assets based on Certificate of Substantial Completion Monthly	# of Certificates received			
	Monthly verify entry of Job Corps Real Estate contractor additions and dispositions data in CATARS	monthly	12		

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	Monthly verify proper annotation and archiving in CATARS of disposed items	monthly	12		
	Monthly maintenance of DOLAR\$ Holding file	monthly	12		
5.5.2	Asset Sampling				
	Perform random sampling of capitalized assets to verify capitalized asset depreciation	quarterly	4		
5.5.3	Inventory Reconciliation				
	Prepare and mail physical inventory packages	# of packages	140		
	Reconcile annual real property inventory	Annual	1		
	Reconcile annual personal property inventory	Annual	1		
5.6	IPAC - Processing				
	Log and record IPAC charges	# charges			
	Process incoming IPAC charges received in DOLAR\$	# transactions			
	Process outgoing IPAC charges in GOALS II (IPAC) system	# transactions			
5.7	Reconciliation				
	Perform monthly reconciliation DOLAR\$ to HHS-PMS	Monthly	12		
	Perform monthly reconciliation DOLAR\$ to Dept of Treasury, SF-224	monthly	12		
	Perform monthly reconciliation EIMS to DOLAR\$	monthly	12		
5.8	Support to ETA Regional Offices				
5.8.1	Accounting and Ad-Hoc Support to Regional Offices				

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	Provide Simple Accounting and Ad-Hoc Support to Regional Offices requiring less than 1 hour	# of simple events < 1 hour			
	Provide Standard Accounting and Ad-Hoc Support to Regional Offices requiring up to 4 hours	# of standard events up to 4 hours			
	Provide Complex Accounting and Ad-Hoc Support to Regional Offices requiring over 4 hours	# of complex events > 4 hours			
5.8.2	Regional Coordination and Direction				
	Provide Simple Regional Coordination and Direction. Simple coordination may take up to 30 minutes.	# of simple coordination and direction events < 1 hour			
	Provide Routine Regional Coordination and Direction.	# of routine coordination and direction events up to 4 hours			
	Provide Complex Regional Coordination and Direction	# of complex coordination and direction events > 4 hours			
5.9	Cost Accrual Analysis				
	Perform Grant accrual entry in DOLARS	quarterly	4		
	Perform Grant Cost Accrual Analysis	annual	1		
5.10	Operation/Validation of Interfaces				
	Batch Process EIMS Cost data to DOLAR\$	monthly	12		
	Maintain IT systems security and access for DOLAR\$	# of DOLAR\$ access actions			
	Maintain IT systems security and access for HHS-PMS	# of HHS-PMS access actions			

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5.11	Prepare and Review Accounting and Financial Reports				
5.11.1	Maintain Excel downloads of DOLAR\$ reports				
	L101 Report	Monthly	12		
	L602 Report	Monthly	12		
	P112 Report	Monthly	12		
	P113a Report	Monthly	12		
	P116 Report	Monthly	12		

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5.13	Accounting Records Management				
	Scan and log general correspondence	# documents	360		
	Maintain Tickler/Action file and track completion of action items	# changes to Tickler/Action file			
	Prepare accounting related correspondence to include Delinquent Cost and 0 Cost Reports forwarding letters	# of letters/memos prepared			
	Monitor and archive data/files	# of archives of documents			
	Maintain building access log and prepare memo requests for security ID badges	# of security badge memos			
	Prepare and FAX PMS sub-account request	# of requests			
	Maintain and update the ETA Policies and Procedures Manual	# manual revisions			
5.14	General Ledger Analysis and Review				
	Perform random review and analysis of the general ledger for anomalies	# reviews			
5.15	Cost Accounting Management Module				
	Maintain the ETA Activity Based Cost Model	# updates			
	Prepare management reports	# reports			
5.16	Recommend Improvements				
	Recommend improvements to policies, procedures, automated systems and internal controls	# of recommendations			
5.17	AD Hoc Review and Analysis				
	Prepare responses to Ad Hoc inquiries	# of Ad Hoc events			
5.18	Special Projects				

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	Perform Special Project work as requested	# of Special Projects			